



CHIEF MECHANICAL INSPECTOR

Job Code: 3121

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

NATURE OF WORK

Highly responsible, administrative, supervisory, and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances, and regulations in the City's Building Department through reviewing construction plans and specifications of new and existing buildings, structures, and properties. Work includes office and field duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Reviews building plans, blueprints, specifications, and materials lists to determine compliance with applicable regulations and good mechanical practices and recommends approval or rejection
- Assigns and investigates reported and unreported hazards, possible safety problems, and violations of code
- Conducts technical field inspections of buildings, equipment, and installations
- Issues permits and certifications dependent upon compliance with standards and assists applicants in completing necessary forms
- Recommends methods, materials, equipment, and alterations to assist in compliance with accepted standards
- Testifies in court and before related boards, obtains documentation, and prepares testimony
- Prepares and maintains reports, records, and correspondence concerning plumbing enforcement and inspection activities
- Enters inspection requests and results into computer data base
- Performs related work as needed

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of national, state, and local laws, codes, ordinances, and regulations relating to mechanical equipment installation, operation, and maintenance
- Considerable knowledge of effective practices concerning mechanical equipment and other phases of building construction
- Knowledge of effective supervisory techniques
- Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards
- Ability to read, understand, explain, and apply regulations
- Ability to make technical inspections and render valid decisions
- Ability to enforce regulations tactfully, firmly, and impartially
- Ability to establish and maintain effective working relationships with other employees, agencies, and the public
- Ability to make arithmetic and statistical computations with speed and accuracy
- Ability to communicate effectively, both verbally and in writing
- Ability to use appropriate computer software in analysis, calculations, and record keeping
- Ability to testify effectively in court and before related boards
- Ability to research data and originate legal documents and other instruments of law
- Ability to prepare clear and concise records, reports, correspondence, and other documentation
- Ability to complete forms legibly and accurately

MINIMUM REQUIREMENTS

- Minimum qualifications shall reflect the requirements of the South Florida Building Code, currently:
 - Registered Professional Engineer licensed in State of Florida, with five (5) years' under that registration
 - **OR** licensed Master General Mechanical, holding a current Certificate of Competency from Dade County Construction Trades Qualifying Board, with ten years' experience as a practicing mechanical master or journeyman general
 - Experience can substitute for education on a year-for-year basis

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Some standing, walking, moving, climbing, bending, kneeling, crawling, and reaching
- Must have the physical ability to bend, crawl and climb over construction sites and within buildings
- Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment
- Work is reviewed and evaluated through verbal and written reports

SUPERVISION EXERCISED

- Directs the work of Mechanical Inspectors